



CANNON BUILDING  
861 SILVER LAKE BLVD., SUITE 203  
DOVER, DELAWARE 19904-2467

**STATE OF DELAWARE**  
**BOARD OF PLUMBING AND HVACR EXAMINERS**

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<b>PUBLIC MEETING MINUTES:</b>	<b>BOARD OF PLUMBING &amp; HVACR EXAMINERS</b>
<b>MEETING DATE AND TIME:</b>	<b>Tuesday, May 8, 2018 at 8:30 a.m.</b>
<b>PLACE:</b>	861 Silver Lake Boulevard, Dover, Delaware <b>Conference Room A</b> , second floor of the Cannon
<b>MINUTES APPROVED:</b>	June 12, 2018

**MEMBERS PRESENT**

Charles Robbins, Professional Member, President  
Harold Caswell, Professional Member, Vice President  
Frank Beebe, Professional Member  
James Anderson, Public Member  
John Mills, Professional Member  
Matthew Reilly, Professional Member  
John Brady, Public Member

**MEMBERS ABSENT**

Sheila Littleton, Public Member  
Craig Tenaro, Professional Member

**DIVISION STAFF/DEPUTY ATTORNEY GENERAL**

Kevin Maloney, Deputy Attorney General  
Latonya Brown, Administrative Specialist II

**OTHERS PRESENT**

**CALL TO ORDER**

Mr. Robbins called the meeting to order at 8:36 am.

**REVIEW OF MINUTES**

A motion was made by Mr. Beebe, seconded by Mr. Caswell, to approve the April 10, 2018 minutes. The motion carried unanimously.

**UNFINISHED BUSINESS**

Proposed to Deny Hearing- 8:30 a.m.  
Edward Hargraves Jr.

The PTD hearing for Mr. Hargraves went on record at 8:39 a.m., with the introduction of the board members. Mr. Hargraves was sworn in at 8:44 a.m. Mr. Hargraves presented the board with an explanation regarding his experience. The board deliberated at 9:00 a.m. The board came out of

deliberation at 9:05 a.m. A motion was made by Mr. Brady, seconded by Mr. Mills to approve Mr. Hargraves to take the Master HVACR exam. The motion carried unanimously.

Re-Review of Application

Kyle Truitt

A motion was made by Mr. Brady, seconded by Mr. Caswell, to propose to deny the Master HVACR application of Mr. Truitt. The motion carried unanimously.

Michael VanDrunen

A motion was made by Mr. Brady, seconded by Mr. Caswell, to propose to deny the Master HVACR application of Mr. VanDrunen. The motion carried unanimously.

Louis Emmertz

A motion was made by Mr. Brady, seconded by Mr. Caswell, to propose to deny the Master HVACR application of Mr. Emmertz. The motion carried unanimously.

Sean Gaffney

A motion was made by Mr. Brady, seconded by Mr. Caswell, to table the Master HVACR application of Mr. Gaffney. The motion carried unanimously.

**NEW BUSINESS**

Review of Examination Applications- Master HVACR & HVACR Restricted

George Bowersox IV

A motion was made by Mr. Caswell, seconded by Mr. Mills, to approve the application of Mr. Bowersox. The motion carried unanimously.

Robert Kellett Jr.

A motion was made by Mr. Mills, seconded by Mr. Caswell to table the application of Mr. Kellett. The motion carried unanimously.

Donald Thompson

A motion was made by Mr. Caswell, seconded by Mr. Mills to table the application of Mr. Thompson. The motion carried unanimously.

John Santos

A motion was made by Mr. Caswell, seconded by Mr. Mills to table the application of Mr. Thompson. The motion carried unanimously.

Review of Reciprocity Applications- Master Plumber

Gregory Benyon

A motion was made by Mr. Caswell, seconded by Mr. Mills, to propose to deny the application of Mr. Benyon.

Ratification of Applications

A motion was made by Mr. Brady, seconded by Mr. Caswell, to approve the ratification of Raymond Callow and Lewis Cox. The motion carried unanimously.

**CORRESPONDENCE**

Letter from Debra Sacra

Ms. Sacra sent a letter requesting clarification on if duct cleaning, mechanical cleaning and HVAC decontamination would require an HVACR license. The board referred her to Section 1802 (8) of the Delaware law.

**OTHER BUSINESS BEFORE THE BOARD**

**Elections**

A motion was made by Mr. Brady, seconded by Mr. Mills, to elect Mr. Robbins for President, Mr. Caswell for Vice-President, and James Anderson for Secretary. The motion carried unanimously.

**PUBLIC COMMENT**

**NEXT SCHEDULED MEETING**

The next board meeting will be held June 12, 2018, 2018 at 8:30 a.m. in Conference Room A, second floor of the Cannon Building, 861 Silver Lake Boulevard, Dover, Delaware.

**ADJOURNMENT**

A motion was made by Mr. Beebe seconded Mr. Caswell, to adjourn the meeting. The motion carried unanimously. The meeting adjourned at 10:04 am.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "LaTonya Brown". The signature is written in a cursive, flowing style.

LaTonya Brown  
Administrative Specialist II